

FACILITY MANAGEMENT

Installation/Activity:									
Date of Visit:									
Reviewer's Name & Phone #:									
JCAHO	RC	MC				YES	NO	D	DPL
I. Facility Management Organization and Staffing									
FM Organization Mission and Responsibilities									
		X	1. Core Elements. Does the FM organization provide directly or have contracts to provide the following services? If not, who does? (AR 40-61, Chapter 8, Sec VIII)						
			a. Preventive Maintenance (PM)						
			b. Unscheduled/Emergency Maintenance						
			c. Project Management						
			d. Financial Management						
			e. ISA Management (for facility support only)						
			f. Design Engineering						
			g. Construction Supervision						
			h. Contract Administration						
			i. Quality Assurance						
			j. Facility Master Planning						
			k. Energy Conservation						
			l. As-built drawings Management						
			m. Spare Parts/Tools Management						
Remarks:									
		X	2. Extra Duties. Has the Commander directed the FM organization to be responsible to provide directly (or have contracts to provide) any of the following services?						
			a. Safety Administration						
			b. Physical Security						
			c. Space Management						
			d. Ground Maintenance						
			e. Pest Control						
			f. Hazardous Material/Waste Management						
			g. Environmental Services, Housekeeping						
			h. Communications/Information Management						
			i. Transportation Management						
			j. Medical Equipment Maintenance						
			k. Food Service Equipment						
Remarks:									
		X	3. a. Is the FM or his representative a designated COR on any contracts? If so, which contracts?						
			b. Has the COR been to training?						
Remarks:									
FM Organizational Structure									
Facility Manager									

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
		X	4. a. Is there a full time facility manager on staff?				
			b. Who is the FM?				
			c. Is the FM position on the TDA?				
			d. What is the FM's current job series and grade?				
Remarks:							
		X	5. a. Is the FM's current grade level equitable with the scope and level of support services provided to the activity? (MEDCOM's Facility Management Job Description Handbook)				
			b. If not, is there a current initiative to upgrade the position?				
			c. Does this initiative have command support?				
Remarks:							
		X	6. a. Is the FM a participating member of any of the following committees?				
			(1) Executive Committee				
			(2) Master Planning				
			(3) Safety/Environment of Care				
			(4) Space Management				
			b. Is the FM a participating member of any other committees? List committees in which the FM is a participating member. (The intent of these questions is to determine the level of influence that the FM has on pertinent decision making processes in the activity.)				
Remarks:							
FM Organization							
		X	7. Is an organizational diagram available for review that accurately reflects the facility management organization in this activity?				
Remarks:							
		X	8. a. Does the FM have adequate personnel to perform the services listed under the core elements in question #1?				
			b. Does the FM have adequate additional personnel to perform those extra duties in question #2 identified by your command as FM responsibilities?				
Remarks:							
		X	9. Does the FM have adequate clerical support to maintain records and project files?				
Remarks:							
		X	10. What is the distribution of personnel in the FM organization for the following categories?				
			a. Management and Administrative				
			b. In-house Engineering/Tech support				
			c. Contract Engineering/Tech support				
			d. Dedicated DPW/COE Engineering/Tech support				
			e. In-house Maintenance Workforce				
			f. Contract Maintenance Workforce				
			g. Dedicated DPW Maintenance Workforce				
Remarks:							

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Adequacy of Maintenance Workforce							
		X	11. a. What is the ratio of maintenance personnel (including foremen) related to Sq. Ft. of the entire MTF?				
		X	b. What is the ratio of maintenance personnel (including foremen) related to Sq. Ft. of just the main hospital/clinic and its energy plant (if any)?				
Remarks:							
		X	12. Has a study, such as the Staffing Plan described in Section 8 of the Operation Maintenance Management Plan (OMMP) been performed to equate the actual level of maintenance with required staffing? If so, provide it for review. FIB# 96-045				
Remarks:							
Outsourcing							
		X	13. Does the FM have a plan such as the Outsourcing Plan described in Section 8, subsection IV of the OMMP that evaluates all sources to achieve the most economical mix of contract and in house work performance considering cost, quality, and customer service? (The intent of this question is to determine if the FM is evaluating, on at least an annual basis, the economic feasibility of contracting out maintenance activities versus using in-house work force or vice-versa) (AR 40-61, Chapter 8, Sec VIII)				
Remarks:							
		X	14. a. Is a commercial activities (A-76) study scheduled for the MTF within the next 12 months?				
		X	b. Is a commercial activities (A-76) study scheduled for the DPW within the next 12 months?				
Remarks:							
		X	15. Does the FM organization have a good working relationship with the DPW organization? If not, why not?				
Remarks:							

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II. Administration and Records							
Standards, Regulations and Plans							
		X	1. Does the FMB have access to the following current codes, standards, pubs, regulations, etc.?				
			a. DFAS-IN-37-100				
			b. Current Accreditation Standards (JCAHO, AAALAC, CAP)				
			c. National Fire Protection Association (NFPA)				
			(1) 25 - Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems				
			(2) 30 - Flammable and Combustible Liquids Code				
			(3) 54 - National Fuel Gas Code				
			(4) 70 - National Electrical Code				
			(5) 70B - Electrical Equipment Maintenance				
			(6) 72 - National Fire Alarm Code				
			(7) 80 - Fire Doors and Windows				
			(8) 90A - Standard for the Installation of Air Conditioning and Ventilating systems				
			(9) 96 - Ventilation Control and Fire Protection of Commercial Cooking Operations				
			(10) 99 - Health Care Facilities				
			(11) 101 - Life Safety Code				
			(12) 110 - Standard for Emergency and Standby Power Sys.				
			d. DoD, Army and MEDCOM Regulations, Pubs, PAMs and TMs (ftp://pubs.army.mil/pub/epubs/pdf/)				
			(1) DoD Medical Space Planning Criteria (http://www.hfpa.otsq.amedd.army.mil/SPC/dmfoc.html)				
			(2) Army Health Facility Design Guide Plates (http://www.hfpa.otsq.amedd.army.mil/Reference/gp.html)				
			(3) MIL-HANDBOOK 1191 (http://hfpa.otsq.amedd.army.mil/1191/1191/html)				
			(4) AR 11-27 - Army Energy Program (ftp://pubs.army.mil/pub/epubs/pdf/r11_27.pdf)				
			(5) AR 405-70 - Utilization of Real Property (ftp://pubs.army.mil/pub/epubs/pdf/r405_70.pdf)				
			(6) AR 415-15 - Army MILCON Program (ftp://pubs.army.mil/pub/epubs/pdf/r415_15.pdf)				
			(7) AR 415-18 - MILCON Responsibilities (ftp://pubs.army.mil/pub/epubs/pdf/r415_18.pdf)				
			(8) AR 415-20 - Project Development and Design Approval (No site found)				
			(9) AR 415-28 - DA Real Property Codes (ftp://pubs.army.mil/pub/epubs/pdf/r415_28.pdf)				
			(10) AR 415-35 - Minor Construction, Emergency Construction, and Replacement of Facilities Damaged or Destroyed (No site found)				
			(11) AR 420-10 - Management of Installation Directorate of Public Works (ftp://pubs.army.mil/pub/epubs/pdf/r420_10.pdf)				

RC = Regional Command
MC = MEDCOM

D = Deficiency
DPL = Deficiency W/Potential Liability

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			(12) DA PAM 420-11 - Project Definition and Work Classification (ftp://pubs.army.mil/pub/epubs/pdf/p420_11.pdf)				
			(13) Architect-Engineer Instructions (AEI) (http://www.hnd.usace.army.mil/techinfo/aei.htm)				
			(14) Installation Design Guide (Installation specific)				
			(15) U.S. Army Corps of Engineers Manuals (http://www.usace.army.mil) or (Construction Criteria Base CD)				
			(16) Federal Acquisition Regulation for DoD (FAR) (http://www.arnet.gov/far/)				
			e. ADA/UFAS Regulations (http://www.gsa.gov/pbs/pt/call-in/erlsub3.htm#access)				
			f. Center for Disease Control and Prevention Guidelines (http://www.cdc.gov)				
			(1) Guidelines for Isolation Precautions in Hospitals				
			(2) Guidelines for Preventing the Transmission of TB in Health Care Facilities				
			(3) Guidelines for Hand washing and Hospital Environmental Control				
			g. Appropriate building code (i.e. UBC, BOCA, etc.)				
			h. National Standard Plumbing Code.				
			i. American Hospital Association (AHA)				
			(1) Maintenance Management for Health Care Facilities				
			j. American Standards Institute/American Society of Mechanical Engineers (ANSI/ASME)				
			(1) A17.1 - Safety Code for Elevators and Escalators				
			(2) A17.2 - Inspectors Manual for Elevators and Escalators				
			k. AIA Academy of Architecture for Health - Guidelines for Design and Construction of Hospitals and Health Care Facilities.				
			l. Occupational Safety and Health Administration (OSHA) Requirements (http://www.osha.gov)				
Remarks:							
		X	2. Does the library have the following current Plans (signed as required)? (regardless of proponent)				
			a. Repair, Alteration, Maintenance and Operations Plan (RAMOP) (FIB# 99-009)				
			b. Health Care Business Plan (Medical Master Plan) (FIB#97049)				
			c. Facility Master Plan for all the MTF's facilities (FIB# 970490)				
			d. OMMP to include the following (FIB# 96-045)				
			(1) Maintenance Plan				
			(2) Financial Plan				
			(3) Staffing Plan				
			(4) Training Plan				
			(5) Outsourcing Plan				
			e. Work Plans (AR-61, Chapter 8, Sec VIII)				
			(1) Annual				

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			(2) Intermediate				
			(3) Long Range				
X			f. Emergency Plan (EC.1.6)				
X			g. Utility Management Plan (EC.1.9)				
			h. Quality Surveillance/Assurance Plan for PM (AR-61, Chapter 8, Sec VIII)				
			i. Quality Assurance Plan for projects (AR-61, Chapter 8, Sec VIII)				
X			j. Safety Management Plan (EC.1.3)				
Remarks:							
		X	3. Is the FM aware that the Facility Information Bulletins (FIBs) and the toolbox manual are available through the ACSIE&FM WEB site? (http://www.hfpa.otsg.amedd.army.mil/acsiefm/medindex.htm)				
Remarks:							
Personnel Administration							
X		X	4. Are job descriptions on all FM personnel current? (HR.1)				
Remarks:							
		X	5. Is there a centralized personnel file on FM employees?				
Remarks:							
Training							
X		X	6. a. Have all employees had their initial Briefing? (HR.3.2)				
			b. Are all their annual Briefing records current? (HR.3.2)				
Remarks:							
X		X	7. Is there a written O&M training program. This program should be designed to further train the staff and promote development, improve retention, enhance technical skills of the workforce and to provide required continuing certification education. (HR.3)				
Remarks:							
X		X	8. Are personnel training records available in a central location? (HR.3)				
Remarks:							
Automation							
Defense Medical Logistics Standard Support (DMLSS)							
		X	9. Is the Facility Management (FM) module of DMLSS installed at this activity?				
Remarks:							
		X	10. If so, which of the following sub-modules are being used:				
			a. MTF (Installation Information)?				
			(1) Primary Installation?				
			(2) Sub-installations?				
			b. Buildings?				
			(1) Cat 500?				
			(2) Non-cat 500?				

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			c. FSI/RPIE (Facility Systems Inventory/Real Property Installed Equipment)				
			d. Rooms?				
			e. Preventive Maintenance?				
			f. Work Order?				
			g. Project Management?				
			h. Budget?				
			i. Business Objects?				
			j. Drawbase?				
Remarks:							
		X	11. a. Does the FM feel that additional training on DMLSS is required?				
			b. If so, on which sub-modules listed in question # II.10 above?				
Remarks:							
		X	12. a. Does the FM feel that DMLSS adequately meets requirements?				
			b. If not, state which sub-modules listed in question # II.10 above and why?				
Remarks:							
		X	13. If DMLSS FM is not being used, what Automated Maintenance Management System is being utilized to increase the accuracy and efficiency of maintenance management?				
Remarks:							
X		X	14. If none, how does the FM manage the maintenance activity? (Explain the process) (EC.1.9 and 2.8)				
Remarks:							
Computer Aided Drafting and Design (CADD)							
		X	15. a. Does the FM have a CADD system?				
			b. If so, which one? (AutoCAD, Microstation, Drawbase, other)				
Remarks:							

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III. Operations, Maintenance and Project Management							
As-built Drawings							
X		X	1. Does the FM have or have access to as-built drawings of the activities' MTFs?				
Remarks:							
		X	2. a. Are the as-built drawings in electronic format?				
			b. If so, which format? (AutoCAD, Microstation, Drawbase, other)				
Remarks:							
X		X	3. Is there a system in place to annotate changes to drawings to reflect their as-built status by either maintenance and engineering personnel or contractors doing work? (EC.2.8)				
Remarks:							
Tools and Spare Parts							
		X	4. Is there a program for managing tools and spare parts? Explain the process. (DA PAM 710, Sec 2-1)				
Remarks:							
		X	5. Are parts and tools located in a common accessible and secured area?				
Remarks:							
Warranty Management							
		X	6. Is DMLSS used to track warranty records on all equipment and construction under warranty?				
Remarks:							
		X	7. Is warranty work enforced when entitled?				
Remarks:							
Quality Control, Quality Assurance and Surveillance							
		X	8. Is there a quality surveillance plan for verification of PM? Explain the process.				
Remarks:							
		X	9. Is there a process in place for quality assurance on construction and major repair projects? Explain the process.				
Remarks:							
		X	10. Are follow-up inspections conducted and documented to insure corrective action has been taken on previously cited deficiencies?				
Remarks:							
Customer Satisfaction/Problem Resolution							
X		X	11. Are customer complaints properly investigated for validity, documented, and resolved to satisfaction? (EC.3.2)				
Remarks:							
		X	12. Are customer surveys available for customer input?				
Remarks:							
		X	13. Is action taken on customer comments received through the feedback system?				
Remarks:							

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Indoor Air Quality							
X		X	14. Who is the proponent for monitoring the indoor air quality? (EC.4.1d)				
Remarks:							
		X	15. Does the FM have a copy of the indoor air quality SOP?				
Remarks:							
		X	16. Is an HVAC test and air balance report available for review?				
Remarks:							
		X	17. Is there an SOP for controlling indoor air quality during repair projects? (OSHA)				
Remarks:							
		X	18. a. Are there requirements for controlling indoor air quality during construction projects in the contract specifications? (OSHA)				
			b. Are all violations reported in writing to the Contracting Officer or COR?				
			c. Are the Indoor Air Quality specifications enforced by the Contracting Officer and COR?				
Remarks:							
		X	19. Does the preventive maintenance program require inspection of ducts to determine when duct cleaning is needed?				
Remarks:							
		X	20. When determined by PM to be required, is action taken to clean air ducts?				
Remarks:							
		X	21. Is there evidence to show that balancing is spot checked to determine when a total re-balance is required?				
Remarks:							
Emergency Plan							
X		X	22. Is there an emergency plan that specifically addresses facilities systems? (EC.1.6)				
Remarks:							
X		X	23. Is training conducted on unscheduled shutdowns and emergency procedures? Provide records. (EC. 2.9)				
Remarks:							
Emergency Shutoff Devices							
X		X	24. Can the maintenance staff promptly locate emergency shut-off valves and control devices for all critical systems as identified in NFPA 99? (EC.2.8)				
Remarks:							
X		X	25. Are as-built status drawings or schematics available to accurately locate these devices? (EC.1.9i)				
Remarks:							
X		X	26. Are the valves and shutoffs appropriately tagged? (EC.1.9i)				
Remarks:							
Preventive Maintenance (Scheduled)							
X		X	27. Is there an established PM program? (EC.1.9 and 2.8)				

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Remarks:							
		X	28. What is the percentage of recurring vs. non recurring workorders? The intent is to determine distribution of PM with other workload.				
			a. Preventive Maintenance (goal is 55-75%)				
			b. Corrective Maintenance (goal is 25-45%)				
			c. New Work / Major Repair (10% max)				
Remarks:							
		X	29. Is there a "Back Log" of either PM or Corrective Maintenance, and if so, how much?				
X			a. Preventive Maintenance (% of PM)				
			b. Corrective Maintenance (% of CM)				
Remarks:							
X		X	30. a. Is there a current inventory available for documenting each equipment item and system requiring maintenance?(EC.1.9 and 2.8)				
			b. Is the remaining life expectancy data available for each equipment item and system requiring maintenance?				
Remarks:							
		X	31. a. Does the FM have access to the supporting PM verification records?				
			b. Where are they kept?				
Remarks:							
X		X	32. Does the PM program address all the systems in the facility described by NFPA-99 as "Critical Systems"? (Critical systems are systems whose failure has immediate impact on patient care or operations.) (EC 1.9 and 2.8)				
Remarks:							
PM Scheduling							
X		X	33. Are PM schedules established for each equipment item and system requiring maintenance? (EC 1.9 and 2.8)				
Remarks:							
X		X	34. Do PM schedules include the following? (EC 1.9 and 2.8)				
			a. Tasks to be performed				
			b. Time required to perform the PM				
			c. Trades required to perform the PM				
			d. Parts required to perform the PM				
			e. Cost associated with performing the PM				
			f. Reference material required to perform the PM				
			g. Safety procedures required to perform the PM				
Remarks:							
X		X	35. Is PM scheduling derived using predictive indicators? If so, what type? (EC 1.9 and 2.8)				
Remarks:							

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X		X	36. Is there evidence that PM generates follow-on service/work orders? (EC 1.9 and 2.8)				
Remarks:							
Testing, Inspections and Operating Permits							
X		X	37. Are the following records for critical operating components of the utility systems centrally located and available for immediate review? (EC 2.14)				
			a. Test reports?				
			b. Inspections?				
			c. Operating permits? (if required)				
Remarks:							
X		X	38. Are emergency generator and essential electrical testing performed in accordance with NFPA 99 and 110 and applicable accreditation standards? (EC 2.14d)				
Remarks:							
Central Energy Plant Operations							
		X	39. Is the FMB responsible for maintaining a Central Energy Plant?				
			If no, then skip questions 40 - 46				
Remarks:							
		X	40. Is the central energy plant (CEP) located at the hospital/clinic?				
Remarks:							
		X	41. Does the CEP service only the hospital/clinic?				
Remarks:							
		X	42. If the CEP services other facilities, do all of these facilities belong to the MTF?				
Remarks:							
		X	43. How many full time maintenance personnel are dedicated to the CEP?				
Remarks:							
X		X	44. Is the CEP manned on a 24-hour basis, or is there an effective mechanism available for after hours response? (EC 1.9 and 2.8)				
Remarks:							
X		X	45. Are all required training records, CEP logbooks and operator licenses kept up to date and available for review? (EC 1.9 and 2.8)				
Remarks:							
X		X	46. Are written procedures available on CEP equipment?				
			a. Start-up? (EC 2.8a)				
			b. Shutdown? (O&M Manuals)				
Remarks:							
Corrective Maintenance (Unscheduled)							
Work/Service Order Processing							
		X	47. Is there a centrally located and staffed work order center?				
Remarks:							

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X		X	48. Is the work order center responsive on a 24 hour basis? (EC 2.1)				
Remarks:							
X		X	49. Is DMLSS used for processing and tracking service orders? If not, explain the process.(EC 2.1)				
Remarks:							
		X	50. What are the response times for the following service orders?				
			a. Emergency service orders				
			b. Non-Emergency service orders				
Remarks:							
X		X	51. How many critical system failures has there been since the last Survey? Provide a list for review showing the failed system(s) and corrective action(s). (EC 2.1)				
Remarks:							
X		X	52. a. Have all critical system failures been recorded in either the Environment of Care or Safety Meeting's minutes? (EC 2.1)				
			b. Has the Commander approved the meeting's minutes?				
Remarks:							
New Work/Project Management							
Project Planning							
		X	53. a. Is there a current short term (current year) prioritized list of all major repair, minor construction, renewal, and medical MILCON projects? Provide the list for review (AR 40-61, Chapter 8, Sec VIII)				
			b. Is there a long range list (four years out)?				
			c. Has the Facility Master Plan been considered when developing ALL projects? (FIB# 99-008)				
Remarks:							
		X	54. a. Are projects considered for the Energy Savings Performance Contract (ESPC) program?				
			b. Which projects are currently being done by the ESPC program?				
Remarks:							
		X	55. a. Are all project requests reviewed and approved by the DPW? (AR 420-10, Sec 3-5a)				
			b. Who at the DPW has signature authority for projects?				
			c. Does the DPW revalidate each project request when either the scope changes or the CWE exceeds the PA? (AR 420-10, Sec 3-5a)				
Remarks:							
		X	56. Are project plans reviewed as required for safety, fire protection/prevention, OSHA/Environmental and signed off by the appropriate authority having jurisdiction? (AR 420-10, Sec 3-5a)				
Remarks:							
Project Records							

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		X	57. Are project files centrally located and is a project folder available for each project? Do project folders have the following documents? (DA PAM 420-11, Chapter 3.2)				
			a. Work Request DA Form 4283				
			b. Major Repair/Minor Construction Project Document 234-R				
			c. Quality Control Plan				
			d. Quality Assurance Reports for ongoing facility work				
			e. Design Specifications, Work Plans, etc.				
			f. Independent Government Estimates				
			g. Funding obligation Reports				
			h. DD Form 1391 (if applicable)				
			i. Warranty Documents (if applicable)				
Remarks:							
Project Tracking, Scheduling and Execution							
		X	58. Is DMLSS used to track and monitor the status of major repair and minor construction projects? If not, explain the process. (AR 420-11)				
Remarks:							
		X	59. Is DMLSS used to track and monitor cost on major repair and minor construction projects? If not, explain the process. (AR 420-11)				
Remarks:							
		X	60. Has the FM experienced any problems with project implementation? If so, what?				
Remarks:							
		X	61. What is the average time to process and obtain:				
			a. Approval on a work request DA Form 4283? AMSMI-RA FM 2701				
			b. A completed DD Form 1391 through the DPW?				
Remarks:							
A/E Design							
		X	62. Does the FM have the ability to accomplish engineering and architectural design work in- house? If not, how is it accomplished?				
Remarks:							

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IV. Resource/Financial Management							
Reporting							
		X	1. What was the amount spent last year for each of the following accounts?				
			a. Utilities				
			b. K-Account (Operations and Maintenance)				
			c. Project/New work funded by the CMD				
			d. M-Account (Design/Engineering)				
			e. X-Account (RMC/MEDCOM)				
Remarks:							
		X	2. Is the projected cost per square foot for recurring maintenance and minor repairs within the MEDCOM funding level for RPM? (FIB# 99-014)				
Remarks:							
		X	3. Does the organization allow for adequate use of RPM account dollars for training and awards for FMB personnel?				
Remarks:							
PM Funding							
		X	4. Is DMLSS being used for tracking/controlling RPM funds? If not, explain the process. (AR 40-61, Chapter 8, Sec VIII)				
Remarks:							
Financial Programming							
		X	5. Does the FM organization have adequate additional funds to perform the extra duties identified in question #2?				
Remarks:							
		X	6. a. Is there a signed Installation Support Agreement in place to define maintenance responsibilities of supporting agencies (DPW, DOIM etc.)? Provide it for review. (AR 420-10, Sec 3-5f)				
		X	b. Is there a signed Memorandum of Understanding with the DPW to detail levels of maintenance responsibility? Provide it for review.				
Remarks:							
Credit Cards							
		X	7. Does the FM have credit card(s) DIRECTLY available for use on facilities requirements? The intent of this is to determine if the FM has control of his/her funds, as opposed to having to get permission from others to function.				
Remarks:							
Real Property Management							
		X	8. Does the FM have a current and accurate inventory of all buildings in the MTF? Provide the inventory list for review. (AR 405-45)				
Remarks:							
		X	9. What is the total square footage for each type of facility within the different RPM funding levels?				
			a. RPM Funding level for:				

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			(1) Medical Center				
			(2) Hospital				
			(3) Research facility				
			(4) Pharmacy				
			(5) Mechanical/utility buildings providing direct support of the above functions				
			b. RPM Funding level for:				
			(1) Clinic formerly operated as a hospital				
			(2) Dental clinic(s)				
			(3) Mechanical/utility buildings providing direct support of the above functions				
			c. RPM Funding level for:				
			(1) Health clinic(s)				
			(2) Free standing hospital clinic building(s)				
			(3) Vet Facilities				
			(4) Mechanical/utility buildings providing direct support of the above functions				
			d. RPM Funding level for:				
			(1) Free standing medical warehouses that support local medical activities				
			(2) Free standing administrative office space that supports local medical activities				
			(3) Free standing medical maintenance facilities that support local medical activities				
			(4) Free standing ambulance garages that support local medical activities				
			e. RPM Funding level for:				
			(1) Buildings that are funded by BASOPS transfer				
			(2) Non-medical and war reserve warehouses				
			(3) Barracks				
			(4) Troop unit headquarters				
			(5) Non-medical buildings that do not directly support health care functions				
Remarks:							
		X	10. a. Are the building square footages correct?				
			b. Are the building Categories correct?				
			c. Do they match what is in the DPW's IFS system and on the 1354s?				
Remarks:							
		X	11. a. Are there any W.W.II wood buildings? Provide list.				
			b. Is there a plan for turn-in of these structures to the DPW?				
Remarks:							
Master Planning							
		X	12. a. Is there a Facility Master Plan?				
			b. Who prepared it?				

RC = Regional Command
MC = MEDCOM

D = Deficiency
DPL = Deficiency W/Potential Liability

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
			c. When was it completed?				
			d. Does it have Command support?				
			e. When was it last reviewed/updated?				
Remarks:							
Space Management							
		X	13. Is the FM included in the planning for space utilization within the hospital? (AR 40-61, Chapter 8, Sec VIII)				
Remarks:							
		X	14. When was the last department-level space analysis performed? Provide it for review.				
Remarks:							
		X	15. Does the FM have floor plans that accurately account for and show how space is currently allocated on a department basis in the hospital? If so, provide them for review.				
Remarks:							
		X	16. a. How many beds was the hospital designed for?				
			b. How many beds does the hospital currently have?				
			c. Based on headwall capacity, what is your maximum expansion capability?				
Remarks:							

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
V. Regulatory/Accreditation Compliance							
Accreditation Survey Results							
		X	1. a. When was the last JCAHO survey conducted?				
			b. When is the next JCAHO survey due?				
			c. When was the last CAP, AABB or AAALAC survey conducted in the LAB (if required)?				
			d. When is the next CAP, AABB or AAALAC survey due?				
Remarks:							
		X	2. Are there any recent JCAHO findings, including recommendations, related to the Environment of Care. Provide the list for review.				
Remarks:							
		X	3. Are there any recent CAP and/or AAALAC findings related to facilities. Provide the list for review.				
Remarks:							
Corrective Action and Follow-up							
X		X	4. If applicable, has a Statement of Conditions been performed on the medical treatment facility? (EC.1.1)				
Remarks:							
		X	5. Have PFI projects been submitted to MEDCOM for approval/funding, if required? Provide the list for review.				
Remarks:							
		X	6. What is the required funding for the most recent JCAHO survey Plan for Improvement projects that have not been implemented?				
Remarks:							
		X	7. For surveys other than JCAHO, has a plan for corrective action been developed? Provide the plan for review.				
Remarks:							
X		X	8. If a JCAHO PFI exists, is the work being tracked properly for timely completion as shown in the PFI? (EC 1.1)				
Remarks:							
Regulatory Standard Operating Procedures							
		X	9. If applicable, does the FM have SOPs for the following areas?				
			a. Regulated Medical Waste				
			b. Silver Recovery				
			c. Underground Storage Tank Maintenance and Testing				
			d. Indoor Air Quality				
			e. Asbestos Abatement				
			f. Safety Management for Construction and Maintenance				
Remarks:							
Environmental Coordination							
		X	10. Does the FM attend routine meetings with other health care staff and the ESO to review environmental program requirements, develop projects, and program for funding via the EPR (formerly known as the A106)?				

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
Remarks:							
		X	11. Does the FM get involved with oversight and accomplishment of environmental projects.				
Remarks:							
Energy Conservation							
		X	12. a. Is the FMB the proponent for energy conservation? (AR 40-61, Chapter 8, Sec VIII)				
			b. Does the FMB have an SOP (or a copy of it if not the proponent) for the energy conservation program? (AR 40-61, Chapter 8, Sec VIII)				
Remarks:							
		X	13. a. Is the main hospital/clinic metered? If not, are there plans to meter it in the future? If not, why?				
		X	b. Are all other MTF buildings metered? If not, provide a list of what buildings are not metered. Are there plans to meter these buildings in the future? If not, why?				
Remarks:							
		X	14. If not metered, how is energy usage and cost tracked? Identify basis for utility rate structure?				
Remarks:							
Safety Management							
		X	15. Has personal protective safety equipment been issued to all maintenance personnel and have they been trained on its use and do they use it when required? (OSHA)				
Remarks:							
		X	16. Are safety meetings routinely conducted and safety training records maintained on all personnel?				
Remarks:							
X		X	17. Are personnel injuries promptly and properly investigated?(EC.3)				
Remarks:							
X		X	18. Are new employees provided with an initial safety orientation and briefing by the Safety Officer following their employment? (EC.1.3h and EC.2.1)				
Remarks:							
		X	19. Are electrical lock-out/tag-out and confined area procedures available and in use. (OSHA: 29CFR-1910-147)				
Remarks:							
Physical Security							
		X	20. Are key control procedures, for keys within the FMB's responsibility, in accordance with activity/installation regulations? (AR 190)				
Remarks:							
X		X	21. Are mechanical and electrical rooms kept secured? (EC.1.4e)				
Remarks:							

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
VI. Physical Plant Assessment							
X		X	1. Are the following systems and equipment assessed for adequacy and functionality on an annual basis? What is the overall condition and condition of each of the systems? (rate as red, amber or green)? Provide the assessments for review. (EC.2.14)				
			a. Fire Protection:				
			(1) Fire Alarm				
			(2) Sprinkler System				
			(3) Fire Water Pumps				
			(4) Smoke Control System				
			(5) Fire doors				
Remarks:							
			b. Heating, Ventilation, and Air Conditioning:				
			(1) Air Handling Units				
			(2) Re-circulating Pumps				
			(3) Chillers				
			(4) Boilers				
			(5) Air Distribution Devices				
			(6) Duct System				
			(7) Controls				
			(8) Fuel Oil Dispensing System for Boilers				
			(9) Fuel Storage Tanks for Boilers				
			(10) Heat Transfer Devices				
			(11) Cooling Towers				
			(12) Chilled Water Distribution System				
			(13) Hydronic Hot Water Distribution System				
			(14) Steam Distribution System				
Remarks:							
			c. Plumbing:				
			(1) Medical Gas and Vacuum Systems				
			(2) Domestic Hot and Cold Water System				
			(3) Sanitary Drain System				
			(4) Storm Drain System				
			(5) Food Service Equipment				
			(6) Cart Washes				
			(7) Waste Disposal Systems				
			(8) Water Fountains				
Remarks:							
			d. Vertical and Horizontal Transport:				
			(1) Elevators				
			(2) Dumb Waiters				
			(3) Escalators				

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
			(4) Pneumatic Tube System				
			(5) Automatic Box Conveyors				
Remarks:							
			e. Electrical:				
			(1) Emergency Generators				
			(2) Automatic Doors				
			(3) Essential Electrical Distribution System				
			(4) Normal Power Electrical Distribution				
			(5) Fuel Oil Dispensing System for Emergency Generators				
			(6) Fuel Storage Tanks for Emergency Generators				
Remarks:							
			f. Structural:				
			(1) Roof				
			(2) Fire Proofing				
			(3) Exterior Walls				
			(4) Exterior Doors				
			(5) Windows				
			(6) Loading Ramps/Platforms				
Remarks:							
		X	2. If any of the above systems are amber or red, what is the reason and what is the current plan for corrective action?				
Remarks:							

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
VII. Physical Plant and Site Survey							
Note: This portion will be filled out by the CLRT surveyor during the walk through. A survey will be conducted for each reimbursable building.							
		X	1. a. Which reimbursable building does the following survey cover?				
Remarks:							
		X	b. Give overall rating, red, amber, or green				
Remarks:							
		X	2. Mechanical/Electrical Equipment Appearance and Maintenance. (Give overall rating, red, amber, or green).				
Remarks:							
			a. Were Mechanical/Electrical and Equipment areas clean and uncluttered?				
Remarks:							
			b. Were the proper spill control/hazard control materials found per the hazards used or as required by the dept. safety SOP?				
Remarks:							
			c. Were fire extinguishers, in equipment spaces, inspected on a monthly basis?				
Remarks:							
			d. Were air handling units' filters clean?				
Remarks:							
			e. Was all duct work properly insulated, secured and free of leaks?				
Remarks:							
			f. Were all temperature and pressure gauges operational?				
Remarks:							
			g. Were all pumps and piping properly secured and free of leaks?				
Remarks:							
		X	3. Interior Appearance and Maintenance. Give overall rating, red, green, or amber).				
Remarks:							
			a. Was it easy to find one's way around the facility utilizing the current way-finding system?				
Remarks:							
			b. Were floor finishes (i.e. carpeting, Terrazzo, sheet vinyl, tile etc.) in good condition?				
Remarks:							
			c. Were interior surfaces (i.e. painted, wall coverings, paneling etc.) in good condition?				
Remarks:							
			d. Were elevators in good condition with no signs that outages are frequent?				
Remarks:							
			e. Were all fire doors in good condition and operating properly?				
Remarks:							

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
			f. Were all exit signs lit and emergency lights in proper working order?				
Remarks:							
			g. Were all lighting fixtures and lamps clean and in proper working order?				
Remarks:							
			h. Were all ceiling tiles properly installed and in good condition?				
Remarks:							
			i. Were wall bumper guards securely fasten and at the correct elevation, preventing wall damage?				
Remarks:							
			j. Were interior doors in main traffic areas in good repair and operable?				
Remarks:							
			k. Were emergency electrical outlets properly identified?				
Remarks:							
			l. Were hazardous materials properly stored?				
Remarks:							
			m. Was the FM able to access all secured areas?				
Remarks:							
			n. Were all areas with-in the control of the FMB free of cigarette butts?				
Remarks:							
			o. Was the interstitial area (if applicable) free of any combustible material?				
Remarks:							
			p. Was all fire proofing material on structural elements in good condition?				
Remarks:							
			q. Were crawl spaces and/or basements dry?				
Remarks:							
			r. Were all observed unsealed penetrations through fire or smoke barriers listed in the SOC and PFI?				
Remarks:							
		X	4. Exterior Appearance and Maintenance. (Give overall rating, red, amber, or green)				
Remarks:							
			a. Were exterior walls in good repair and not showing signs of leakage?				
Remarks:							
			b. Are windows and exterior wall panels caulked properly?				
Remarks:							
			c. Were the MTF's grounds properly maintained?				
Remarks:							

FACILITY MANAGEMENT

JCAHO	RC	MC		YES	NO	D	DPL
			d. Were parking lots properly maintained?				
Remarks:							
		X	5. Appearance and Maintenance outside of a construction or repair project area. (if applicable) (Give overall rating, red, amber, or green) (OSHA)				
Remarks:							
			a. Was the area outside the construction area free of construction debris?				
Remarks:							
			b. Was the area outside the construction area free of construction dust (layers of dust on the surfaces, dusty foot prints or hand prints on surfaces)?				
Remarks:							
			c. Were all construction barriers fire rated, if required, and capable of properly containing dust and odors				
Remarks:							